

TAB

PROPERTY CONTROL SECTION


1. Function

The Property Control Section is responsible for the maintenance of property accounts of all types of property procured from CIG funds, the audit and inspection of property accounts, surveys of lost, damaged, or stolen property, clearance of individuals prior to resignation or reassignment from CIG, and the reporting of financial value of property to the Fiscal Section, Finance Division, as required by existing regulations of the General Accounting Office.

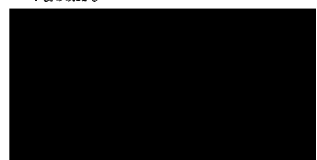
2. Personnel

The following is the status of personnel in the Property Control Section:

Office of the Chief

	Property & Supply Officer	CAF-12	\$5905.20		
	Administrative Officer	CAF-9	4149.60		
	Field Auditor	CAF-11	4902.00		
	Sec. - Stenographer	CAF-4	2694.96	7 Nov. 1946	
	Stenographer	CAF-4	2394.00		
	Clerk Typist	CAF-3	2168.28	25 Nov. 1946	Action Pending

Property Control Unit

Vacant	Property & Supply Officer	CAF-9	4149.60		
	Property & Supply Officer	CAF-7	3397.20	1 Dec. 1946	
	Property & Supply Officer	CAF-7	3397.20		
		CAF-5	2644.30	28 Oct. 1946	Action Pending
	Property & Supply Officer	CAF-7			
		CAF-5	2644.80	6 Dec. 1946	Action Pending
	Clerk	CAF-5	2644.80	12 Nov. 1946	
	Clerk Stenographer	CAF-4	2394.00	14 Nov. 1946	Action Pending

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Audit and Inspection Unit

Vacant

Property & Supply Officer	CAF-9	4149.60		
Property & Supply Officer	CAF-7	3397.20	1 Dec. 1946	
Property & Supply Officer	CAF-6	3021.00	11 Dec. 1946	
Audit Clerk	CAF-6	3021.00	17 Oct. 1946	Action Pending

Clearance and Survey Unit

Chief - Admin. Officer	CAF-7	3397.20	1 Dec. 1946	
Clerk Stenographer	CAF-4	2394.00	29 Nov. 1946	Action Pending

SSU Records Unit

Property & Supply Officer	CAF-7	3397.20	12 Nov. 1946	
Property Clerk	CAF-5	2644.80	12 Nov. 1946	

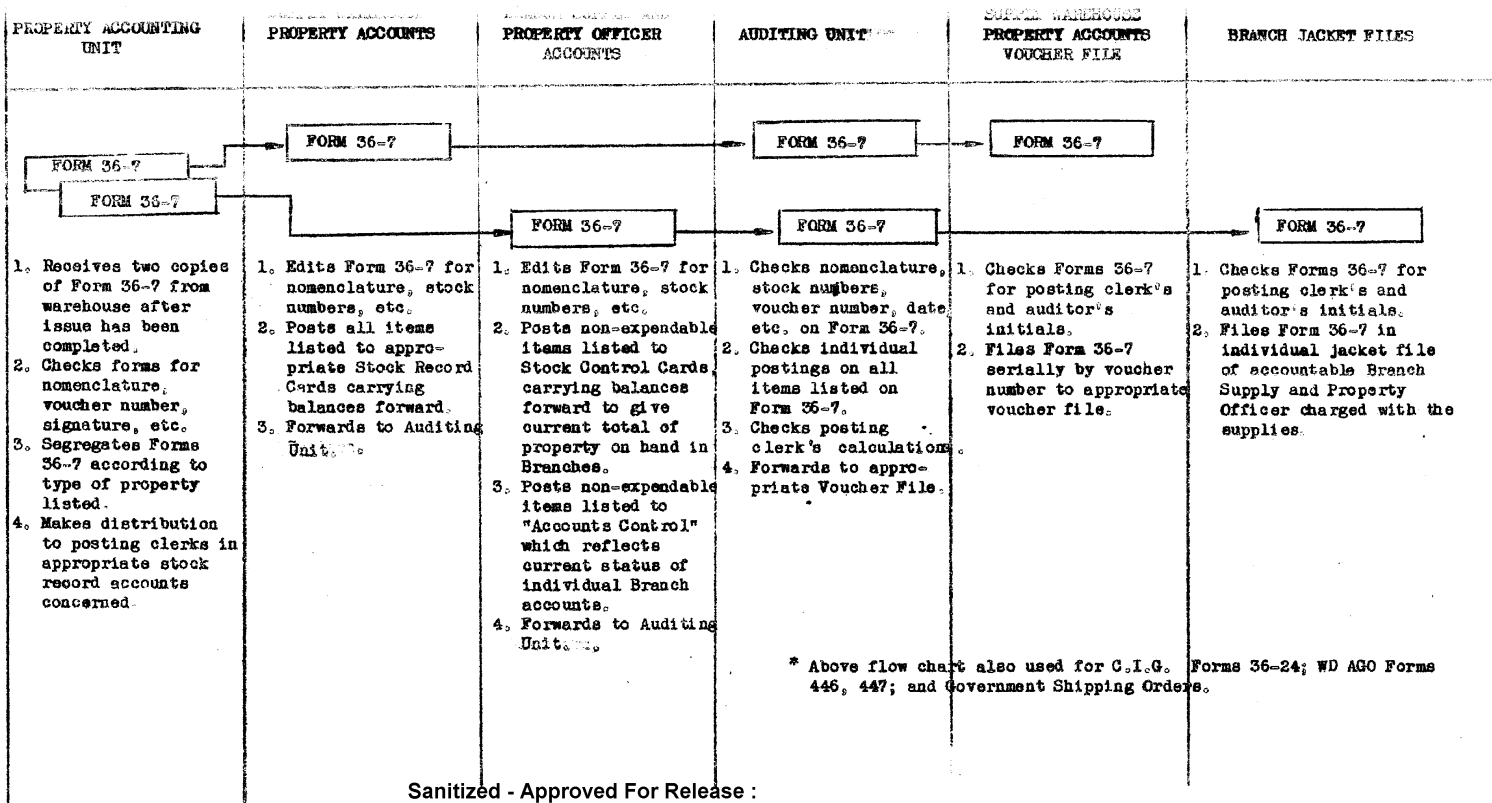
It is believed that the present Table of Organization is adequate for the performance of these functions and, in view of the world-wide activities of CIG, it is not felt that the Table of Organization is excessive, provided the Office of Special Operations makes use of the personnel assigned to the Audit and Inspection Unit for the audit of property accounts of overseas activities. A review of the procedures followed by this Unit, as indicated by the attached flow charts, indicates that there is a complete integration of procedures with those followed by the Supply Section, Services Division, and that the system generally does not place an undue hardship on any of the operating branches.

4. Recommendation

That the Office of Special Operations be advised that they should make use of the auditors available from the Property Control Section for audit of overseas activities with respect to property accountability.

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PROCESSING REQUESTS FOR SUPPLIES, FORM 36-7 THROUGH THE PROPERTY CONTROL SECTION *



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 PROCESSING INSTRUCTIONS FOR DELIVERY TICKETS THROUGH THE PROPERTY CONTROL SECTION
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PROPERTY CONTROL SECTION PROCUREMENT SECTION	PROPERTY CONTROL SECTION WAREHOUSE SECTION	PROPERTY CONTROL SECTION STOCK RECORD ACCOUNT	PROPERTY CONTROL SECTION AUDITING UNIT	PROPERTY CONTROL SECTION BRANCH VOUCHER FILE	
<div>PURCHASE ORDER</div> <div>1. One copy of Purchase Order received from Procurement Section.</div> <div>2. Places in Suspense File until Delivery Tickets are received to complete Purchase Order.</div> <div>DELIVERY TICKET</div> <div>1. Receives one signed copy of Delivery Ticket from warehouse.</div> <div>2. Checks Delivery Ticket against Purchase Order and makes proper notations on Purchase Order indicating receipt.</div> <div>3. Forwards Delivery Ticket to appropriate Stock Record Account for posting.</div>	<div>PURCHASE ORDER</div> <div>1. Checks Purchase Order against Delivery Ticket and makes proper notations indicating receipt.</div> <div>2. Forwarded to permanent Purchase Order File when deliveries have been completed.</div>	<div>PURCHASE ORDER</div> <div>1. Checks to see if delivery has been completed and if proper notations have been made on the Purchase Order.</div> <div>2. Files Serially by Purchase Order number.</div>	<div>STOCK RECORD ACCOUNT</div> <div>DELIVERY TICKET</div> <div>1. Edits Delivery Ticket for nomenclature, stock numbers, voucher number, etc.</div> <div>2. Posts items listed to appropriate warehouse or branch Stock Record Account, carrying balances forward.</div> <div>3. Posts items to "Accounts Control" if delivery made to a Branch Supply and Property Officer.</div> <div>4. Forwards Delivery Ticket to Auditing Unit.</div>	<div>DELIVERY TICKET</div> <div>1. Checks nomenclature, stock numbers, voucher number, date, etc., on Delivery Ticket.</div> <div>2. Checks individual postings on all items listed on Delivery Ticket.</div> <div>3. Checks posting clerk's extensions on stock record cards.</div> <div>4. Forwards to appropriate Voucher File</div>	<div>DELIVERY TICKET</div> <div>1. Checks Delivery Ticket for posting clerk's and auditor's initials, indicating completion.</div> <div>2. Files in appropriate Warehouse Voucher File or Branch Supply and Property Jacket File.</div>

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PROCESSING PROPERTY TRANSFER SHEET FORM 36-24 THROUGH PROPERTY CONTROL SECTION WHEN TRANSFERS ARE MADE BETWEEN BRANCHES

CHIEF PROPERTY ACCOUNTING UNIT	BRANCH SUPPLY AND PROPERTY OFFICER ACCOUNTS		AUDITING UNIT	BRANCH ACCOUNTS JACKET FILES	
	CONSIGNOR	CONSIGNEE		CONSIGNOR	CONSIGNEE
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <ol style="list-style-type: none"> 1. Receives two copies of Form 36-24 from the Branch Supply and Property Officer who is the consignor. 2. Checks nomenclature, stock numbers, voucher number, signature, etc. 3. Forwards to posting clerk in Branch Supply and Property Officer Accounts. 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <ol style="list-style-type: none"> 1. Posts all items as credit to account of consignor on "Accounts Control". 2. Forwards Form 36-24 to Auditing Unit. <p>NO POSTINGS are made to Branch Stock Record Account as inter-branch transfers do not change total quantity of property charged to Branch Accounts.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <ol style="list-style-type: none"> 1. Posts all items as debit to account of consignee on "Accounts Control". 2. Forwards Form 36-24 to Auditing Unit. 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <ol style="list-style-type: none"> 1. Checks nomenclature, stock numbers, voucher number, date, etc. on Form 36-24. 2. Checks posting clerk's calculations. 3. Checks individual postings on all items listed on Form 36-24. 4. Forwards to appropriate Voucher File. 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <ol style="list-style-type: none"> 1. Checks Forms 36-24 for posting clerk's and auditor's initials. 2. Files Form 36-24 in individual jacket file or accountable Branch Supply & Property Officer transferring the supplies. 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FORM 36-24</div> <ol style="list-style-type: none"> 1. Checks Forms 36-24 for posting clerk's and auditor's initials. 2. Files Form 36-24 in individual jacket file of accountable Branch Supply and Property Officer charged with the supplies.

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 PROCESSING REPORT OF PROPERTY CONTROL SECTION, FORM 36-16 THROUGH PROPERTY CONTROL SECTION *
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